

July 6, 2007

Iowa Learning Technology  
Commission

Grant Application 2007

Part I – Concept Paper

**Deadline September 14, 2007**



**For questions about the Iowa Learning Technology Commission pilot grant application and grant application process, contact any of the following:**

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## **Iowa Learning Technology Commission Grant Application**

*Your application cannot be considered if directions are not followed, if any part or section of your application is missing at the time of submission, or if the application is not received by the deadline. It is the applicant's responsibility to see that all requirements are met.*

### **Introduction**

The primary goal of the Iowa Learning Technology Commission pilot grant program is to encourage innovation, increase student achievement, and ensure that technology is used on the basis of best practice. It is also designed to:

- Obtain valid and reliable evidence of the impact on student engagement and achievement from the use of technology, which may include, but are not limited to a one-to-one initiative,
- Further demonstrate successful district-to-vendor relationships and possibilities,
- Provide for development of individual education plans for students (if appropriate to the project),
- Identify local district educational and fiscal planning and implementation strategies,
- Gain a better understanding of the current status of technology in Iowa schools, and
- Encourage the effective integration of technology with teacher training and curriculum development to establish successful research-based instructional methods.

The goal for each pilot grant program is to provide results and additional information necessary for the general assembly to consider implementation of a statewide technology initiative.

### **Available Funding**

The Iowa Learning Technology Commission has designated \$450,000 for the funding of a minimum of five competitive grants. The minimum grant award is \$20,000.

## **General Information**

1. The Commission will distribute \$450,000 in grant awards. A minimum of five (5) grants will be awarded. The minimum grant award will be \$20,000. Grant applicants have the ability to request whatever funding they want and will indicate the requested project funding level in the application. Grants will be awarded based on the degree to which the proposal meets the conditions outlined in the grant application. School districts may submit as many separate and different grant applications as desired, but there is a limit of one grant award per district. If a district submits multiple Part I applications, and two or more Part I applications from the district are deemed worthy of consideration for Part II of the application process, the district will select one proposal from those qualifying to move forward into Part II of the application process. Current ILTC grant award winners (in the 2006-07 school year) may apply for funding under this process, but must demonstrate how this funding will be used for a purpose other than that approved in the original grant award. Prior ILTC applicants may reapply.
2. At least one grant award will be awarded to school districts or consortia of school districts in each K-12 enrollment category, assuming a qualified grant is submitted in that category:
  - 0-600 1 grant award
  - 601-1500 1 grant award
  - 1501-9000 1 grant award
  - 9001 and higher 1 grant award
  - At-large (any size) 1 or more grant awards to the highest score of all non-winners in the size categories
3. School districts may choose to partner in a consortium for a grant project proposal. In the case of consortium proposals, the combined enrollments of the participating districts will determine the category of grant award. Any consortium proposal will designate one school district partner as the fiscal agent for the given grant award.
4. The Commission will make every effort to ensure diversity in the types of projects awarded including consideration of factors such as the targeted student population.
5. Each successful grant application will require a local match of 25% of the amount of the grant award. The local match is a cash match and may be made using public, private, federal, state, or local financing. In-kind

contributions will not qualify as a match for this funding. For example, a grant for \$100,000 would require a local match of \$25,000. The minimum local match required is \$5,000 (Minimum grant award - \$20,000). The amount awarded for each approved grant may differ from the amount requested.

6. It is expected that each grant award will include set-aside for an evaluation process for the pilot including expected outcomes, performance measures, and assessment systems regarding utilization, effectiveness, and integration of technology into the curriculum and to support timelines for the collection and reporting of data. Grantees may be required to provide performance data after the grant funding expires.

## **Definitions**

**AEA:** Area Education Agency. There are currently 11 agencies in Iowa. Each agency furnishes educational services and programs to the pupils enrolled in public or nonpublic schools located within its boundaries, which are on the list of accredited schools. The programs and services provided to pupils enrolled in nonpublic schools are comparable to programs and services provided to pupils enrolled in public schools within constitutional guidelines. The area education agency board provides for special education services and media services for the local school districts in the area and encourages and assists school districts in the area to establish programs for gifted and talented children.

**Assessment system:** Mechanisms implemented to gather data related to performance measures.

**DE:** The Iowa Department of Education

**ILTC:** Iowa Learning Technology Commission

**Indicators:** System-wide data that could be influenced or affected by the implementation of a given initiative.

**Individual Education Plan:** Any school district plan developed with a student that captures current performance and interest data/information and projects future plans and performance targets.

**LEA:** Local Education Agency. For the purpose of this document, this means any of the accredited public school districts located within Iowa.

**Match:** The applicant uses local funds of its choosing to help support the grant application.

**One-To-One:** Projects that ensure there is ubiquitous access to computers for project participants.

**Outcomes:** Statements of expected results from the implementation of a given effort or initiative.

**Performance measures:** Outcome statements that include a quantifiable way of measuring progress.

**Professional Development:** The term "professional development" includes activities that:

- Improve and increase teachers' knowledge of the academic subjects the teachers teach, and enable teachers to become highly qualified;
- Are an integral part of broad school-wide and district-wide educational improvement plans;
- Give teachers, principals, and administrators the knowledge and skills to provide students with the opportunity to meet challenging State academic content standards and student academic achievement standards;
- Are high quality, sustained, intensive, and classroom-focused in order to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom and are not 1-day or short-term workshops or conferences;
- Advance teacher understanding of effective instructional strategies for improving student academic achievement or substantially increasing the knowledge and teaching skills of teachers;
- To the extent appropriate, provide training for teachers and principals in the use of technology so that technology and technology applications are effectively used in the classroom to improve teaching and learning in the curricula and core academic subjects in which the teachers teach; and
- As a whole, are regularly evaluated for their impact on increased teacher effectiveness and improved student academic achievement, with the findings of the evaluations used to improve the quality of professional development.

**UEN:** Urban Education Network. An organization of the 8 largest school districts in the STATE OF IOWA that have at least three high schools including an alternative high school (Des Moines, Cedar Rapids, Davenport, Sioux City, Iowa City, Waterloo, Dubuque, and Council Bluffs).

## **Application Process and Review of Applications**

The grant application review process will be divided into two parts and consist of the following steps:

Part I – Concept Paper (available to any interested school district)

- Potential applicants shall submit a concept paper to the Department of Education by September 14, 2007. The school superintendent submits the concept paper and additional requested information, using the following web site: [www.edinfo.state.ia.us](http://www.edinfo.state.ia.us). This grant submission website will not be active until July 25, 2007.

- All concept papers shall be blind reviewed by the full Iowa Learning Technology Commission between September 14 and September 28, 2007.
- Based on evaluation of the concept papers submitted, the Iowa Learning Technology Commission shall invite successful Part I applicants to move on to Part II of the grant application process by October 1, 2007.

Part II – Full Grant Application (only available to districts invited to participate from the Part I process)

- ICN Help Session for applicants approved for Part II applications – Thursday, October 11 – time and location TBD.
- Full pilot grant applications are submitted to the Department of Education by November 16, 2007.
- The Iowa Learning Technology Commission, with Iowa Department of Education staff, shall blind review the submitted Part II applications per the criteria established by the Commission between November 16 and December 10, 2007.
- The Commission approves all grant awards by December 10, 2007. It is possible that the Commission could choose to gather additional information from a list of finalists selected for Part II of the application process.

### **Notification of Awards**

Applicants will be notified on or about December 14, 2007 as to whether the submitted grant application will be approved and funded. All activities for funded pilot grants must be completed by June 30, 2009.

### **Funding Distribution Process**

Successful grant recipients will receive ILTC grant funds in three payments. Fifty (50) percent of the awarded funds will be distributed immediately after ILTC grant approval. An additional forty (40) percent of the awarded funds will be distributed July 1, 2008. The remaining ten (10) percent of funds will be distributed upon the completion of the pilot and the submission of the final grant summary report. An exception to this distribution schedule is as follows: If the grant recipient can demonstrate actual expenses above the initial distribution of fifty (50) percent up to ninety (90) percent of the ILTC grant award prior to July 1, 2008, additional funds for actual expenses will be release up to 90% of the total grant award.

### **Appeals Process**

A properly submitted program application to the Iowa Department of Education may be appealed within ten (10) business days of notification of denial. The appeal must be based on grounds that the process was conducted outside of the statutory authority, violated state or federal law, policy, or rule, did not provide adequate public notice, was altered without adequate public notice or involved conflict of interest by staff or committee members [281 IAC 7 (5)].

### **Rejection of Proposals**

The Iowa Learning Technology Commission reserves the right to reject any proposals received because of this announcement. In addition to the above, the Iowa Department of Education may also apply other factors in making funding decisions, such as 1) duplication of effort or funding and 2) creativity and innovation in serving the education community.

**Due: September 14, 2007**

## **Iowa Learning Technology Commission Grant Content Requirements Part I – Concept Paper**

**Grant Applications may not be considered for funding if**

- Received after 4:30 p.m., September 14, 2007,
- incomplete, or
- not meeting all other requirements.

**GRANT PROPOSAL – Part I – Concept Paper**

The concept paper describing the project proposal will be submitted by the superintendent through the following web site: [www.edinfo.state.ia.us](http://www.edinfo.state.ia.us). This web site will be active on July 25, 2007. Applicants must complete all sections to be considered for Part II. Multiple proposals from a single applicant may be submitted, however, the superintendent will insure that all submissions from a given district are entered into the system prior to certifying the information. Refer to the information contained in the previous General Information section for additional detail. Applicants should follow the instructions included on the web site. Relevant support documents may not be attached to the concept paper application as appendices in this part of the process.

### **1. Project Description**

Section 1 (2000 character limit): A description of the project and what the district intends to do with this grant. The primary purpose of this proposal is to describe your school's instructional project for which you seek funds.

Section 2 (2000 character limit): Addressing the question: What makes this project innovative? Examples of innovation could include efforts that are unique to Iowa schools currently, efforts that are new applications of existing or emerging technologies, or efforts that have shown promising results nationally. 15 points

Section 3 (2000 character limit): Addressing the question: How do you anticipate this project will impact student learning? (What problem are you trying to solve?). Examples of impacting student learning could include a measurable effect on a specific student learning issue or the measurable impact of removing a specific barrier to learning. 15 points

Section 4: Estimated project cost. *Note: This information is for ILTC internal planning purposes only. Submitting a rough estimate or an estimated range of project costs is acceptable at this point. The ILTC invitation to participate in Part II of the application process in no way obligates the ILTC to the funding estimate submitted here. Part II of the process will require a more detailed budget submission.*

Section 5: Contact and demographic information

Criteria used to evaluate Sections 2 and 3 of this submission can be found in sections "a" and "b" of the grant criteria document on the following website: <http://homepage.mac.com/albodespanish/iltc/iltc.html>

To be eligible, Part I grant applications must be completely submitted via the above web site at on or before September 14, 2007, 4:30 p.m.

For additional questions or problems with the web site: John O'Connell  
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